

Minutes



Meeting held: St Georges & Priorslee Parish Meeting
 Date: 7 p.m. on Tuesday 15th December 2020
 Venue: A remote meeting by Zoom videoconference

Chairman: Cllr Richard Overton

Minute Taker: Vicky Brain (Parish Clerk/Responsible Finance Officer)

Present:

Councillors:	R Overton (Chairman)	R Cadman	E Dabbs
	I Fletcher	Mrs V Fletcher	S Handley
	Mrs B Richards	Mrs M Warner	R Williams
	D Wright		
In attendance:	A Moore (Independent reporter)	A Atkinson (Community events & projects officer)	J Ellis (Parish Support Officer)

79/21	Public Question time	
	There were no members of the public present.	
80/21	Dispensation from attending Parish Council Meetings	
	A request for a dispensation from attending parish council meetings on the grounds of ill health had been received from Cllr S Overton. Resolved: to grant a dispensation from attending parish council meetings for a period of six months to Cllr S Overton.	
81/21	Apologies	
	Cllr S Overton – unwell	
82/21	Declarations of interest	
	<ul style="list-style-type: none"> Cllr I Fletcher declared an interest because of his position on the Borough Council Planning Committee and said that he would take no part in discussions about planning matters, nor would he take part in discussions about the Gower project. Cllr Mrs V Fletcher declared an interest as a substitute member of the Borough Council Planning Committee and reserved her right to speak but not to vote on planning matters. Cllr D Wright declared a non-pecuniary interest as Telford & Wrekin Cabinet Member with responsibility for housing and infrastructure and said that he would not take part in any discussions about strategic planning matters. Cllrs R Cadman, I Fletcher, Mrs V Fletcher and R Overton declared an interest as members of the Shropshire County Pension Fund (this refers to Agenda item 13b) Divestment in Fossil Fuels). 	

	<ul style="list-style-type: none"> • Cllr D Wright declared an interest as a member of the Wrockwardine Wood & Trench Parish Council (this refers to Agenda item 8d) Community Action Team) <p>Members agreed that they would make any other declarations if they arose during the meeting.</p>	
83/21	Minutes of previous meetings	
	<p>Resolved: that the minutes of the parish council meeting held on 17th November 2020, having been circulated, be agreed and signed by the Chairman as a true record, subject to the amendments to the minutes as follows:</p> <p><u>Minute 65/21</u></p> <ul style="list-style-type: none"> • Cllr I Fletcher declared an interest because of his position on the Borough Council Planning Committee and said that he would take no part in discussions about planning matters. • Cllr Mrs V Fletcher declared an interest as a substitute member of the Borough Council Planning Committee and reserved her right to speak but not to vote on planning matters. • Cllr D Wright declared a non-pecuniary interest as Telford & Wrekin Cabinet Member with responsibility for housing and infrastructure and said that he would not take part in any discussions about strategic planning matters. <p><u>Minute 68/21a)</u> Having declared an interest, Cllrs I Fletcher and Mrs V Fletcher did not take part.</p> <p><u>Minute 69/21d</u> Having declared an interest, Cllrs I Fletcher and Mrs V Fletcher did not take part.</p> <p><u>Minute 77/21</u> This minute to be expanded to include more detail about the discussion.</p>	
84/21	Clerks Update Report	
	<p>The Clerk's update was received and noted.</p> <p><u>Christmas Lights</u> Christmas lights have been installed at various locations around the parish. The official switch on, at 6.30 p.m. on Friday 4th December, was broadcast on a livestream from the St Georges Partnership Facebook page. The 5 year contract for the installation of Christmas lights finishes this year, so it will need to go out to tender early in 2021. This would also be a good opportunity to review the Christmas light provision. The Clerk would like to thank PP Electrical who have been very helpful and have accommodated a few last-minute changes because of technical difficulties.</p> <p><u>Hanging Baskets</u> As decided at the last meeting, the contract has been awarded to idverde for 2021. There is a choice of colour schemes for the hanging baskets. Resolved: that the red, orange, yellow mix is tried in St Georges for a change and that the hanging baskets along the Flash are in the more traditional pink, white, purple colour scheme.</p> <p><u>Breakfast Packs</u> Funding for the Breakfast Pack Scheme for children who are eligible for free school meals is going to continue until Easter 2021. Currently the parish council is distributing breakfast packs to 21 families with a total of 49 children. £225 has been awarded from the Councillors' Pride Fund, to provide additional items, thanks to a nomination by Cllrs R Overton and D Wright.</p>	

	<p><u>Use of the Meeting Room by the School</u> A couple of months ago, it was agreed that the school could use the meeting room free of charge up until the end of term for occasional teachers' meetings when all their other rooms are in use Since then, the room has been used once or twice a week for this purpose. Resolved: to allow the school to continue to use the meeting room free of charge to support them at this difficult time.</p>	
85/21	Planning	
(a)	<p><u>Planning Applications received from Telford & Wrekin Council for consideration at Parish Council meeting on 15th December 2020:</u></p> <p>TWC/2020/1044 Site address: 2 Powell Road, Priorslee, TF2 9RU Description of proposal: erection of first floor side extension, conversion of existing garage to habitable room, replacement of existing conservatory roof and alterations to existing driveway. Resolved: No Objection</p> <p>Having declared an interest in planning matters, Cllr I Fletcher did not take part and Cllr V Fletcher reserved the right to speak but not to vote.</p> <p><u>Responses made under Delegated Powers</u></p> <p>TWC/2020/0638 Site address: Site of 61 Albion Street, St Georges, TF2 9AY Description of proposal: reserved matters application for the erection of 2 no dwellings with access, appearance, landscaping, layout and scale in pursuant to outline permission TWC/2018/0131 amended plans received. It was resolved at the meeting on 17th November 2020 to ask for an extension of time until after the meeting on 15th December 2020 to allow time to consider this application. However, that was not possible, so having discussed it with Cllr M Warner, Cllr R Williams used Delegated Powers to make a response of No Objection</p> <p>TWC/2020/1002 Site address: Cornriggs, Lodgewood Lane, St Georges, TF2 9PF Description of proposal: erection of single storey rear extension, conversion of existing garage into a self-contained annexe and erection of a detached garage Response was due by 11th December 2020, so Cllr R Williams used his Delegated Powers to make a response of No Objection</p>	
(b)	<p><u>Results of Planning Applications notified by Telford & Wrekin Council</u></p> <p>TWC/2020/0703 Site address: 15 Carlton Drive, Priorslee, TF2 9SH Description of proposal: erection of first floor side extension and two storey side and rear extension Full Granted</p> <p>TWC/2020/0874 Site address: 5 Rowallan Way, Priorslee, TF2 9RX Description of proposal: erection of a two storey rear and side extension over garage including remodel to existing garage Full Granted</p>	

TWC/2019/0724

Site address: Site J (East & South of Westminster Way, Gatcombe Way, Priorslee)
 Description of proposal: erection of 94 dwellings with associated garages, parking, landscaping and infrastructure. Amended plans and information received.
 Full Granted

TWC/2020/0750

Site address: Land adjacent to 19, The Nabb, St Georges
 Description of proposal: erection of 1 no bungalow
 Full Granted

86/21

Finance

(a)

Expenditure Approvals List

Resolved: that the following expenditure for December 2020 be approved.

Name	Particulars	Amount	Detail
Staff Salaries	Salaries and wages for December	£2,558.99	Standing Orders
HMRC	NI and Income Tax	£372.98	Bank Transfer
Shropshire County Pension Scheme	Pension contribution	£466.85	Bank Transfer
A Atkinson	9 months contribution towards use of mobile phone	£45.00	Bank Transfer
Zoom	Videoconference fee	£14.39	Debit Card
PCC Priorslee	Grant to St Peter's Church	£1,000.00	Bank Transfer
PP Electrical	Putting up and taking down the Christmas lights including some additional installation work	£11,716.06	Bank Transfer
Transolutions	Window cleaning	£45.00	Bank Transfer
Telford & Wrekin Council	Maintenance of street lighting Q2 of 2020/21	£5,597.93	Bank Transfer
Co-op/Asda	Items for Christmas 'goody bags'	£24.99	Bank Transfer
Telford & Wrekin Council ICT	New Brother DCP-L3550 printer	£324.00	Bank Transfer
Taylor's Mechanical, Heating & Plumbing Services Ltd	Repairs to faulty boiler and leaking radiator	£172.93	Bank Transfer
Total		£22,339.12	

(b)	<p><u>Virement of £1,000 from Training Budget to the Grants Budget for 2020/21</u> Because of the coronavirus pandemic, no money has been spent on training in 2020/21, nor is there likely to be any expenditure before the end of the year. However, all of the Grants budget has already been allocated. Resolved: to vire £1,000 from the Training budget to the Grants budget for 2020/21.</p>												
(c)	<p><u>Quotations for Lawn Mowing Service in 2021</u> The Clerk presented a report on the lawn mowing service. Thirty eligible households benefitted from the lawn mowing service in 2020. It was carried out by Anthony's Garden Services under contract to the parish council. A satisfaction survey was completed at the end of the season; 22 households responded to the survey. As requested by the Internal Auditor, three quotations for the lawn mowing service in 2021 had been obtained assuming that the service would again be for thirty eligible households with 12 cuts during the season:</p> <table border="1" data-bbox="268 638 1385 1012"> <thead> <tr> <th>Contractor</th> <th>Cost per hour/garden</th> <th>Total cost for 30</th> </tr> </thead> <tbody> <tr> <td>Anthony's Garden Services Ltd</td> <td>£18.00 per garden</td> <td>£6,480</td> </tr> <tr> <td>Useful John</td> <td>£17.50 per hour (average £16.50 per garden)</td> <td>£5,950</td> </tr> <tr> <td>M J Arnold</td> <td>£12.50 per hour 15 hours per week to cut 15 gardens</td> <td>£4,500</td> </tr> </tbody> </table> <p>Although Anthony's Garden Services' quotation was not the lowest, the contractor provided a very reliable service in 2019 and 2020. It was therefore Resolved:</p> <ul style="list-style-type: none"> • To award the contract to Anthony's Garden Services again in 2021 • To review the contract in a year's time and to obtain recommendations/references for potential gardening contractors. 	Contractor	Cost per hour/garden	Total cost for 30	Anthony's Garden Services Ltd	£18.00 per garden	£6,480	Useful John	£17.50 per hour (average £16.50 per garden)	£5,950	M J Arnold	£12.50 per hour 15 hours per week to cut 15 gardens	£4,500
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(d)	<p><u>Proposal for a Community Action Team</u> The Clerk presented a proposal from Telford & Wrekin Council to establish Community Action Teams, together with some explanatory notes as follows:</p> <ul style="list-style-type: none"> • Currently an idverde Added Value Operative (Roger) is shared with the Wrockwardine Wood & Trench Parish Council. Roger works for the St Georges & Priorslee Parish Council on Thursdays and Fridays. Tasks are either regular, on a four-weekly rotation, or 'one off' such as planting bulbs around the Priorslee Clock. • The current cost to the St Georges & Priorslee Parish Council is £3,882 per quarter i.e. £15,528.00 per annum. • Telford & Wrekin Council is creating Community Action Teams for parishes, with different packages available according to how much the Parish Council can afford. • For every package 50% match funding will be available from Telford & Wrekin Council for the duration of the 3-year agreement. • Package D is proposed for the St Georges & Priorslee Parish Council (see page 4 of the proposal document). This would provide 2 days per week of Neighbourhood Enforcement Officer time plus a part share with another Parish Council of a dedicated two-person public realm crew. The public realm team would consist of an operative and an apprentice recruited from the local area if possible. 												

Cost for Package D, with St Georges & Priorslee Parish Council having 2 days a week of the public realm team and the other parish council 3 days:

	Annual Cost (£)
2 days a week Neighbourhood Enforcement Officer	7,920
2 days a week public realm crew	25,600
Cost before match funding	33,520
Cost share (50/50)	16,760

Therefore, for an increased cost of only £1,232 the parish would benefit from a two-person public realm crew and two days a week input from a Neighbourhood Enforcement Officer.

The Clerk said that she had included £16,760 for a Community Action Team in her draft budget for 2021/22. That is the most that would be affordable unless another budget was reduced.

It was noted that Wrockwardine Wood & Trench Parish Council had not yet made a decision as to whether they wanted a Community Action Team.

There was a discussion about the work that the public realm crew could do. It was noted that the intention was there would be monthly feedback on the activities undertaken by the Neighbourhood Enforcement Officers and that the dedicated public realm crew would be 'owned' by the parish council. It was agreed that good communication would be key to the effectiveness of the Community Action Team.

Resolved: to agree in principle to accept Package D, with the St Georges & Priorslee Parish Council having the public realm crew for 2 days a week, subject to Wrockwardine Wood & Trench Parish Council agreeing to proceed with a Community Action Team.

Having declared an interest, Cllr D Wright did not vote.

(e)

Budget and Precept for 2021/22

The Clerk/RFO presented a draft budget for 2021/22 and accompanying notes. The draft budget figures were based on keeping the precept amount the same as in 2020/21, that is £191,500. Since the council tax base has increased that would actually result in a decrease in the council tax per annum for a Band D property from £48.74 per annum down to £47.51 per annum.

The Clerk said that the budget was quite tight, but achievable.

The budgets for seats, litter bins, grit bins, bus shelters and maintenance of the Memorial Gates will be amalgamated into one cost code known as 'Street Furniture'. This will be made clear in the notes to the budget.

Resolved: that the following amendments to the draft budget should be made:

- There should be a separate cost code for the Gower Project
- Although in November 2019 the Independent Parish Remuneration Panel recommended increasing the Chairman's Allowance to £1,300, in these times of austerity it would not be wise to increase the Chairman's Allowance beyond the £800 per annum agreed at the parish council meeting on 18th February 2020 and so the draft budget will be amended accordingly.

There was a debate about the allocation in the budget of £36,000 for the Gower project. This was put into the budget for 2020/21 for loan repayments for a Public Works Board loan for the Gower refurbishment. Since the Parish Council will not now be taking responsibility for the building refurbishment, the loan will not be needed. The £36,000 has not been spent in 2020/21 apart from paying for the business plan.

	<p>There were two points of view expressed:</p> <ul style="list-style-type: none"> • The Parish Council has resolved to make the Gower project a council priority (see Minute 77/21) and that money allocated for the Gower project in 2020/21 and 2021/22 should be put into an Earmarked Reserve to support future expenditure on the Gower. The precept would be kept at the current level with no need for an increase in 2022/23. • The Parish Council does not yet need a budget for the Gower Project and that it should be removed from the budget for the time being and the precept for 2021/22 reduced to £155,500. This option would require an increase in the precept for 2022/23. <p>Cllr R Williams proposed and Cllr I Fletcher seconded an amendment to the motion as follows: That the allocation of £36,000 for the Gower Project should be removed from the budget for 2021/22 and that the precept should be reduced to £155,500.</p> <p>Cllr I Fletcher requested a recorded vote. The following councillors voted in favour of the amendment: Cllr R Cadman, Cllr I Fletcher, Cllr Mrs V Fletcher, Cllr Mrs B Richards, Cllr R Williams The following councillors voted against the amendment: Cllr E Dabbs, Cllr S Handley, Cllr R Overton, Cllr Mrs M Warner, Cllr D Wright There were no abstentions. There were five votes in favour of the amendment and five votes against the amendment. The Chair used his casting vote to vote against the amendment and it therefore fell.</p> <p>There was then a vote for the original motion. There were five votes in favour of the motion, five votes against the motion and the Chairman used his casting vote to vote for the motion. It was therefore Resolved: to adopt the draft budget subject to the amendments listed above and to request a precept of £191,500.</p>
87/21	Environment/Public Realm
(a)	<p><u>Vehicles Outside Schools</u> Concern had been expressed by a local resident about parents leaving their car engines running while waiting for children to come out of school. This related to one of the schools in the parish, but it was likely to be a problem outside other schools as well. Ways to tackle this problem were discussed. It was suggested that, with the permission of Telford & Wrekin Council, there could be a competition for the school children to design signs to be affixed to lamp posts. Resolved: to discuss this with Planning Control and with the schools with a view to installing signs outside the schools. Resolved: to agree that Cllr I Fletcher should raise this at the Children’s and Young People’s Scrutiny Committee and with the Working Party for School Streets.</p> <p>(b) <u>Proposed Work to Pond at York Road, Priorslee</u> An e-mail had been received from the Telford & Wrekin Council regarding proposed habitat management works at the pond in York Road, Priorslee. This would use funding available through the Council’s Strategic Newt Licencing scheme and would be aimed at habitat improvements for amphibians. There would be no cost to the parish council. Resolved: to support the project.</p>

88/21	Gower Project Update	
	<p>The Clerk reported that she had attended the first meeting of the Gower Project Design Team on Friday 11th December 2020.</p> <p>Resolved:</p> <ul style="list-style-type: none"> • That the Clerk would be the first point of contact for the Gower project • That Cllrs R Overton, R Cadman, S Handley and B Richards would be nominated to form a parish council working group for the Gower project. (They will consider whether to invite other members of the community to join the working group.) <p>Having declared an interest, Cllr I Fletcher did not take part.</p>	
89/21	Health & Safety	
	This is standing item on the Agenda, nothing to report on this occasion.	
90/21	Community Projects and Events Update	
	<p>The update from the Community Projects & Events Officer was received and noted.</p> <p>(a) <u>Christmas Selection Boxes</u> 1,500 selection boxes were labelled and distributed to the three primary schools in the parish. The schools were very appreciative, and a grateful e-mail had been received from a parent.</p> <p>Resolved:</p> <ul style="list-style-type: none"> • To thank Audrey Atkinson and Jessica Ellis for the work they put in to labelling and distributing the selection boxes. • To issue a press release about the selection boxes <p>(b) <u>Senior Citizens Coach Trips in 2021</u> Quotations have been sought from three coach companies and will be considered at the January parish council meeting.</p> <p>(c) <u>Retirement of the Community Projects and Events Officer</u> This was Audrey Atkinson's last parish council meeting before she retired on 31st December 2020. Having been presented with flowers earlier in the day, she was thanked for all her hard work, enthusiasm and commitment to the activities of the parish council.</p>	
91/21	Correspondence	
	<p>(a) <u>Cllr Kelly Middleton - Nomination of a Parish Council Mental Health Champion</u> An e-mail had been received from Borough Councillor Kelly Middleton, Telford & Wrekin Council Mental Health Champion, requesting that parish councils nominate mental health champions who could work with her to support the Council's health and wellbeing strategy.</p> <p>Resolved: to nominate Cllr Mrs V Fletcher to be the mental health champion for the St Georges & Priorslee Parish Council.</p> <p>(b) <u>Fossil Free Shropshire - Divestment in Fossil Fuels</u> A briefing had been received from Fossil Free Shropshire stating a case for the Shropshire County Pension Fund to divest in fossil fuels. This was discussed and it was commented that the trustees of a pension fund probably have a legal obligation to maximise returns on investments.</p> <p>Resolved: to write to the trustees of the Shropshire County Pension Fund saying that the St Georges & Priorslee Parish Council would welcome alternatives to fossil fuel investments that do not cause a negative impact on the pension fund.</p> <p>Having declared an interest, Cllrs R Cadman, I Fletcher, Mrs V Fletcher and R Overton did not take part.</p>	

(c)	<p><u>Telford & Wrekin Council – Register of Buildings of Local Interest Consultation</u> Following consultation at the end of 2019, a set of selection criteria has now been adopted by Telford & Wrekin Council, which all Local Interest Buildings will now have to meet. A full review of the existing list is underway. Councillors were provided with a copy of the list and asked to consider if there were any additional buildings of local interest that should be added.</p> <p><u>Louise Bremner – e-mail with questions about the Gower Project</u> The following questions/comments were made:</p> <ul style="list-style-type: none"> • Regarding the £36,000 added to the precept for 2020/21 for the loan repayments which will not be required now, it was requested that it be made public as to what the money will be spent on and that in the event that it cannot be spent that a full refund should be given. • Asking for information about liaison at Borough and Cabinet level by Cllrs R Overton and D Wright before making the declaration about no further involvement in Telford & Wrekin Council discussions about the Gower Project (see Minutes for the meeting on 17th November 2020). <p>Responses by the Clerk/RFO:</p> <ul style="list-style-type: none"> • There will be a review in February 2021 of expenditure against all the budgets and at that time the creation of Earmarked Reserves to support parish council expenditure in years to come will be considered. There is no mechanism for refunding the precept, but any money that is not spent in 2020/21 will be used for parish council services and projects in subsequent years. All expenditure will of course be recorded in the parish council accounts which are open to inspection. • Any questions relating to Borough Council business should be made direct to Telford & Wrekin Council. <p>Resolved: that the Clerk should respond in writing listing the points given above.</p> <p><u>Resident of Kennington Close, Priorslee - Thank you for the new grit bin</u> An e-mail thanking the parish council for the new grit bin had been received and the resident said that she and her husband were planning to become volunteer Snow Wardens.</p>
92/21	Next Meeting
	<p>The Chairman wished everyone a merry Christmas and hoped that 2021 would be a better year. The next meeting will be a Parish Meeting to be held at 7.00 p.m. on Tuesday 19th January 2021</p> <p>The meeting closed at 8.42 p.m.</p>

Signed by Chairman..... Date.....